



CRONER

norton waugh planned maintenance

norton waugh planned maintenance

welcome

Introduction

The maintenance of buildings, property and equipment is an essential part of facilities management. Unplanned breakdown of equipment - and accidents - are the inevitable consequence if maintenance is not carried out on a regular basis.

Norton Waugh Planned Maintenance makes it easy for you to set up a preventive planned maintenance system for all on site facilities. The system enables you to:

- record data about all your on-site facilities, with details of maintenance required and additional information such as purchase dates, supplier details, hire costs and part numbers
- include the persons permitted to use equipment and carry out maintenance activities
- record the maintenance activity associated with each facility, including precautions for use and testing
- keep track of all costs and manage budgets.

Using **Norton Waugh Planned Maintenance** to manage your maintenance systems will help you ensure your organisation is always productive and does not suffer from equipment breakdowns or prosecutions due to a lack of maintenance procedures.

About this e-booklet

This e-booklet provides an overview of the product functionality illustrated with sample screens to show how information can be recorded, analysed and reported. Please note that not all functionality of this package is illustrated in this e-booklet. For more information please call us on **020 8247 1695**.

Installation

The software is easy to install. Simply insert the disc into your CD/DVD drive and the system takes you through the installation process step by step.

Technical support to get you started

Technical support is provided free of charge for 30 days from purchase in order that you set up and start using the software successfully.

System requirements

Software

32-bit machine, running Windows 95, 98, 2000, XP or NT 4.0 or higher.

Hardware

- PC compatible computer with 30MB free hard disk space, keyboard, mouse or other pointing device and VGA monitor or better
- Minimum Pentium 90MHz processor (Pentium 100+ or higher recommended)
- Minimum 16MB RAM or higher recommended
- 16x or higher CD-ROM drive
- System should be set to UK not US date format

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a complete system

Bronze/Silver/Gold options

The Bronze edition provides the basic functionality, whilst subscriptions to Silver and Gold versions offer increased user customisation, multi and network user facilities, data upload and graphical reporting. Silver and Gold versions are also supported by both Technical Support and Health and Safety Helplines, a monthly newsletter and product upgrades.

Elements of functionality relating to the different versions of the product are indicated by Bronze, Silver and Gold symbols.



Bronze - £99 + PPA + VAT - non-subscription, single user

Silver - £414 + PPA + VAT - subscription, single user

Gold - £830 + PPA + VAT - subscription, up to five users

To order, please call **020 8247 1695**.

Also available

Norton Waugh Risk Assessment

Norton Waugh Accident Recording

Norton Waugh Health and Safety Audit

Product upgrades

Upgrades may be issued if the functionality of the software is improved or if amendments to legislation dictate that the product needs to change accordingly.

Available to Silver and Gold subscribers only.

Training

Product training is available at both client and Croner sites.

Bronze option - Please call for details.

Silver and Gold options - Training for one person for one specified day at Croner offices is included as part of your subscription. For further training at additional cost or more details on training, please call.

To discuss your specific training needs or to find out about available date for your free training day, please contact us on **020 8247 1695**.

Technical Support and Health and Safety Helplines

Technical Support Helpline

Help with all technical issues when you need it (during office hours).

Health and Safety Helpline

Help with any health and safety issue when you need it (during office hours).

Available to Silver and Gold subscribers only.

Monthly newsletter

Monthly newsletter to keep you abreast of latest news and developments.

Available to Silver and Gold subscribers only.

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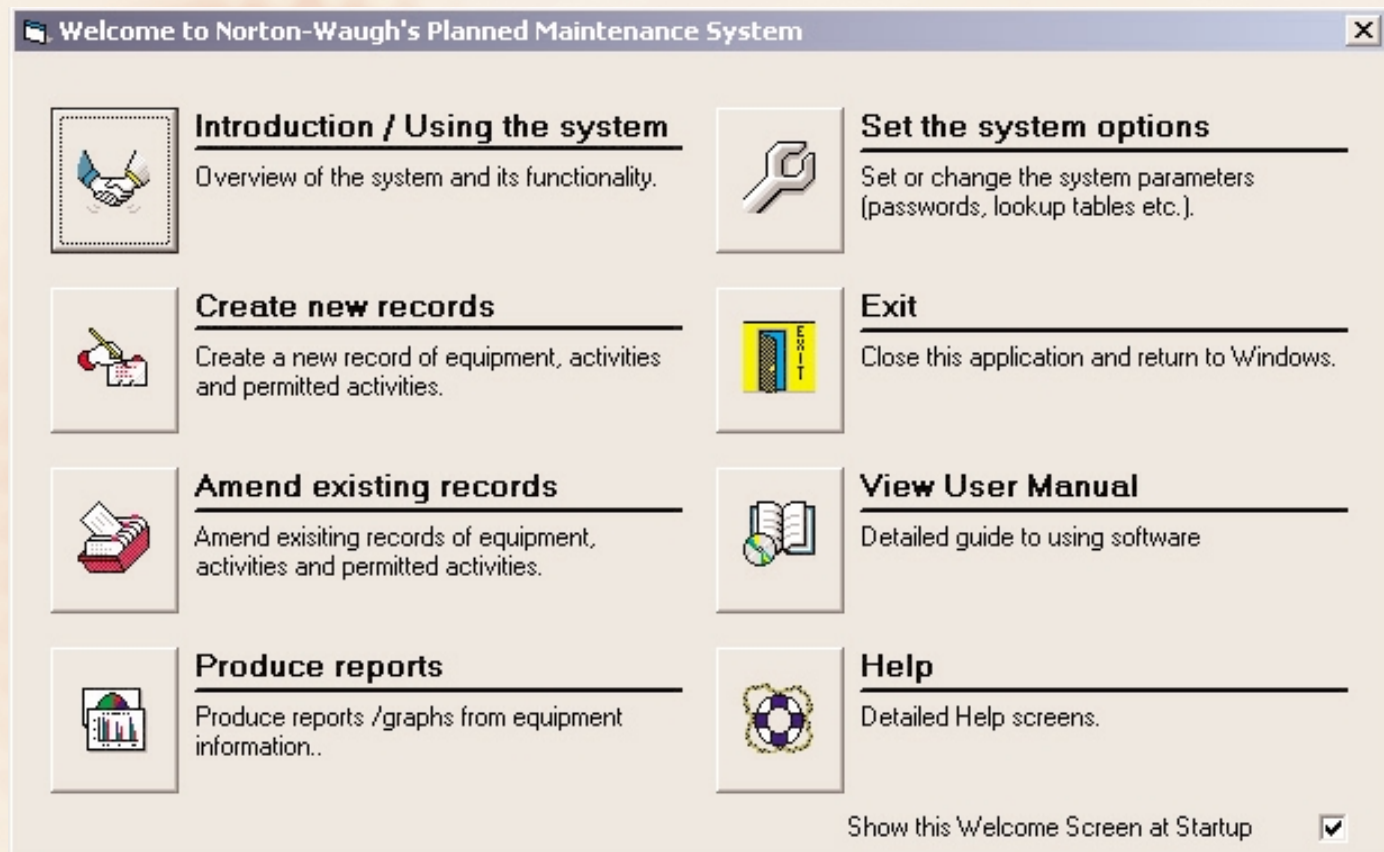
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features list

Feature	Bronze 	Silver 	Gold 
Equipment register	✓	✓	✓
Standard activities	✓	✓	✓
Standard tasks	✓	✓	✓
Standard parts used		✓	✓
Parts used by activities		✓	✓
Activity cost analysis		✓	✓
Stock usage/costs reports		✓	✓
Activity/permitted employee validation		✓	✓
Automatic stock shortage warnings		✓	✓
Automatic pending action warnings	✓	✓	✓
Period calendar		✓	✓
Graphics module		✓	✓
Import employee details		✓	✓
User defined lists	✓	✓	✓
User defined screen labels		✓	✓
Multiple password levels		✓	✓
Data archive/clear down		✓	✓
Multi-user			✓
Upgrades to software		✓	✓
Monthly Health and Safety Newsletter		✓	✓
Health and Safety Helpline		✓	✓
Technical Support Helpline		✓	✓

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product navigation



From this screen you can access all of the functionality of the software, from setting up system options, viewing the user manual, creating and amending records through to analysing equipment and producing reports.

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equipment/property

Edit Equipment

Equipment code	MICHW	Abbreviation	MICHW	In Use <input checked="" type="radio"/> Yes <input type="radio"/> No
Make	MICHELLIN	Rate Per Hour £	15	
Model	WESTERN	Serial No.	001	
Date New	12/01/2001	Equipment/Property Name	Commercial vehicle	
Hire No.		Supplier	ABC suppliers	
Site	All Sites	Location	Garage	
Equipment Type	Mechanical	Equipment Use	Transportation	

Maintenance Schedule/Results Cancel Save Print Help

Notes For
Precautions for Use Precautions for Testing Notes

This and the following screens allow you to enter details of the equipment/property, maintenance history, schedule future activities, precautions for use, precautions for testing and additional notes.

- [Maintenance Schedule/Results](#)
- [Schedule a Job](#)
- [Activity Results](#)
- [Equipment Parts](#)
- [Equipment Tasks](#)
- [Equipment Costs](#)
- [Precautions for Use](#)
- [Precautions for Testing](#)
- [Equipment Notes](#)
- [Activity Details](#)
- [Activity Parts](#)
- [Activity Tasks](#)
- [Permitted Activities](#)



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maintenance schedule/results

The screenshot shows a software window titled "Maintenance Schedule/Activity Results For MBCHW". It contains two main data tables and a set of action buttons.

Maintenance Schedule Table:

	Due Date	Site	Location	Activity	Surname	ForeName	Employee Group
▶	06/08/2003	Stafford	Garage	CHECK TYRES	Williams	D	NONE

Maintenance Activity Results Table:

	Activity Date	Completed	Site	Location	Activity	Surname	ForeName	Employee
▶	30/07/2003	Yes	All Sites	Garage	CHECK TYRES	Nicklin	K	NONE

Action Buttons:

- Buttons for the top table: Add, Edit, Delete, Enter Results, Close, Help.
- Buttons for the bottom table: Add, Edit, Delete, Equipment Parts, Tasks, Costs.

Add, edit or delete details of schedule jobs or activity results.



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schedule a job

Edit Job Scheduled for Equipment MICHW

Site:

Location:

Activity:

Employee

Code:

Surname:

Employee Group:

Scheduled:

Fault:

Schedule a job to be carried out on a piece of equipment or property.



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activity results

Activity Results For Equipment MICHW

Planned/Unplanned
☒ Planned ☐ Unplanned

Site: All Sites

Location: Garage

Activity: CHECK TYRES

Employee
Employee Code: 1
Surname: Nicklin

Employee Group:

Activity Date: 30/07/2003

Fault: Visual check

Completed
☒ Yes ☐ No

Down Time (Hour): 1

Enter results of maintenance carried out on a piece of equipment or property.



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equipment parts

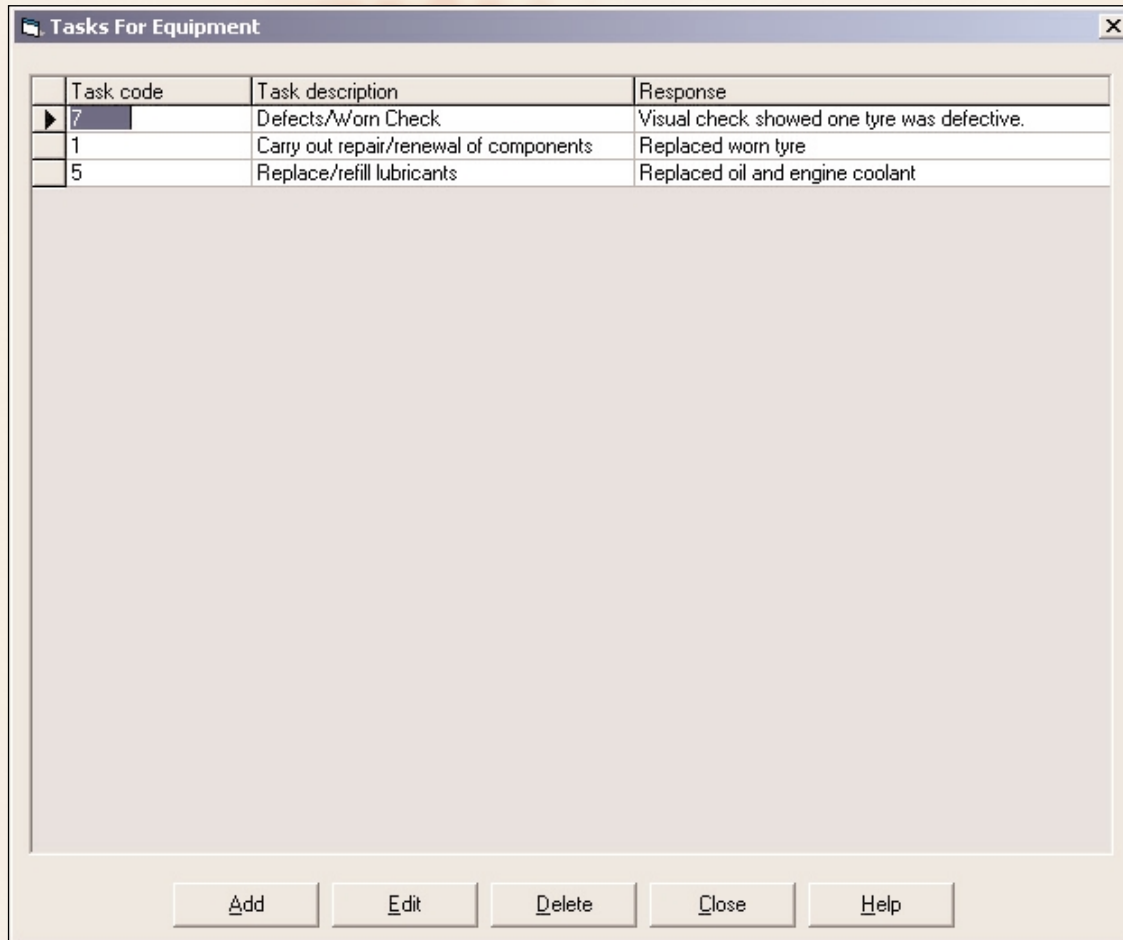
Equipment Part code	Equipment Part description	Quantity	Extended Price
Eng Coolant	1 Litre of Engine Coolant	1	£3.00
T1	Tyre	1	£35.00
Oil	2 litres of Oil	1	£8.00

Enter parts replaced whilst carrying out the maintenance.



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equipment tasks



The screenshot shows a software window titled "Tasks For Equipment". It contains a table with three columns: "Task code", "Task description", and "Response". The table has three rows of data. Below the table is a large empty rectangular area. At the bottom of the window are five buttons: "Add", "Edit", "Delete", "Close", and "Help".

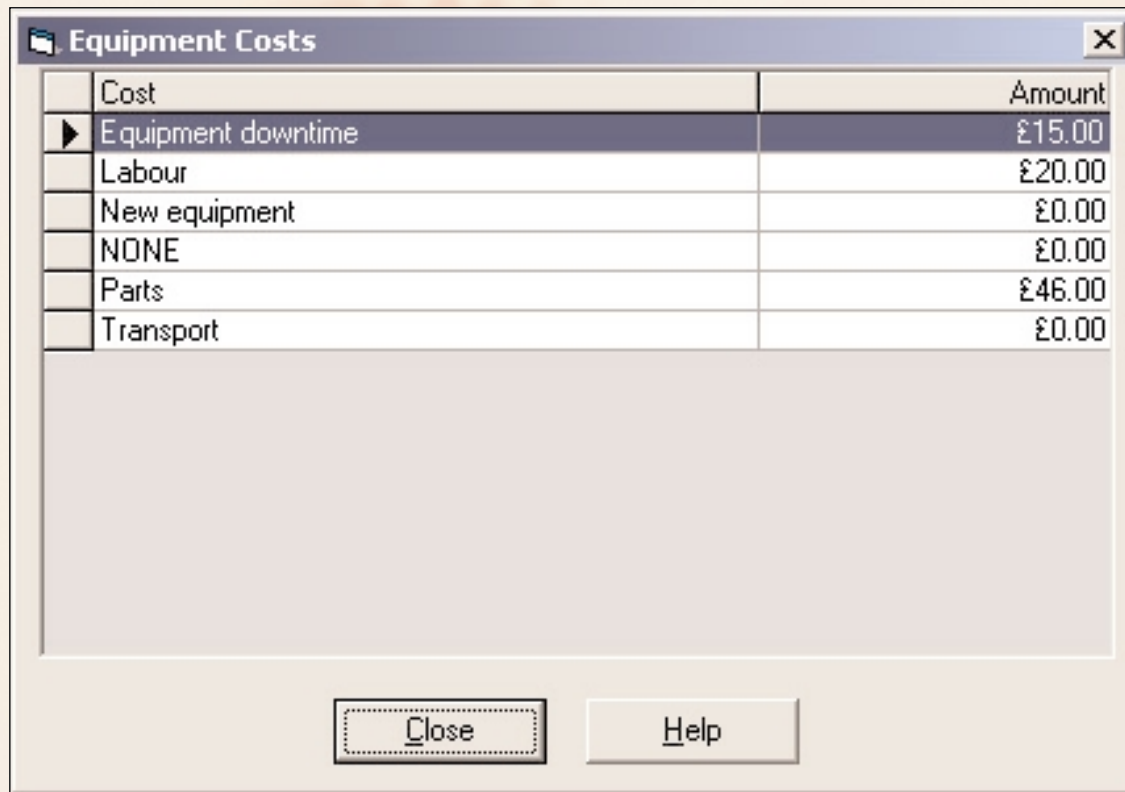
Task code	Task description	Response
7	Defects/Worn Check	Visual check showed one tyre was defective.
1	Carry out repair/renewal of components	Replaced worn tyre
5	Replace/refill lubricants	Replaced oil and engine coolant

Enter details of the tasks carried out during the maintenance.



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equipment costs



The 'Equipment Costs' dialog box contains a table with two columns: 'Cost' and 'Amount'. The table lists several cost categories with their corresponding amounts. The 'Equipment downtime' row is highlighted. Below the table are 'Close' and 'Help' buttons.

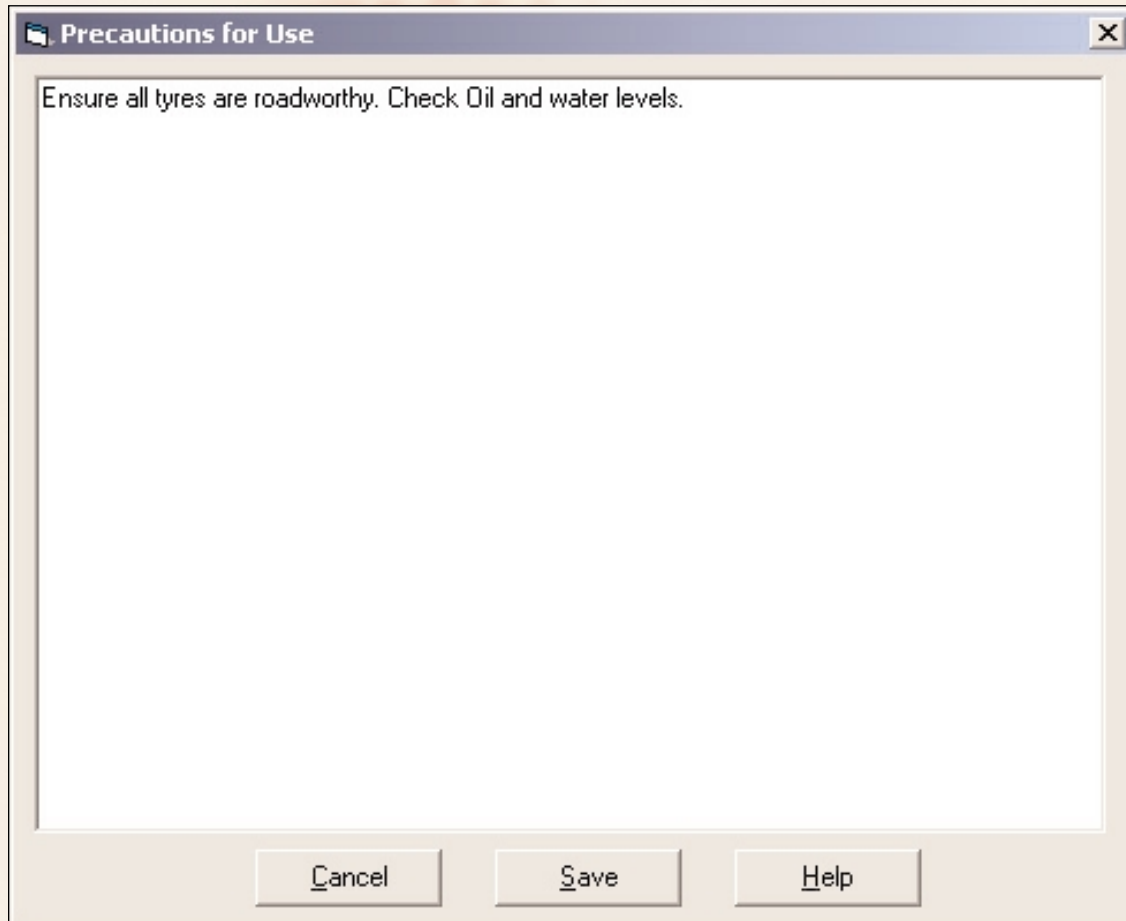
Cost	Amount
Equipment downtime	£15.00
Labour	£20.00
New equipment	£0.00
NONE	£0.00
Parts	£46.00
Transport	£0.00

Enter the costs associated with the maintenance.



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precautions for use



The image shows a screenshot of a software dialog box titled "Precautions for Use". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner. The main area of the dialog is a large text input field. Inside this field, the text "Ensure all tyres are roadworthy. Check Oil and water levels." is entered. At the bottom of the dialog box, there are three buttons: "Cancel", "Save", and "Help".

Enter free text detailing precautions for use for the selected equipment.

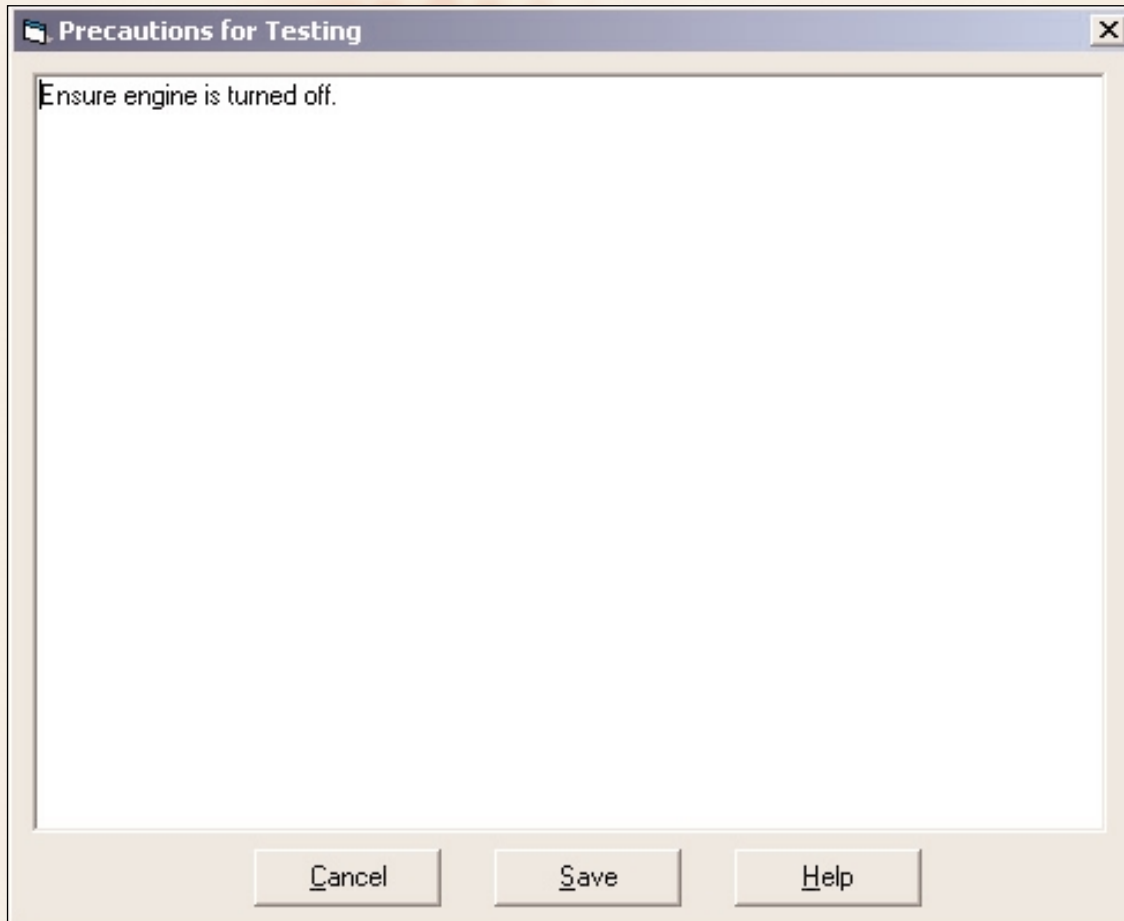
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precautions for testing



Precautions for Testing

Ensure engine is turned off.

Cancel Save Help

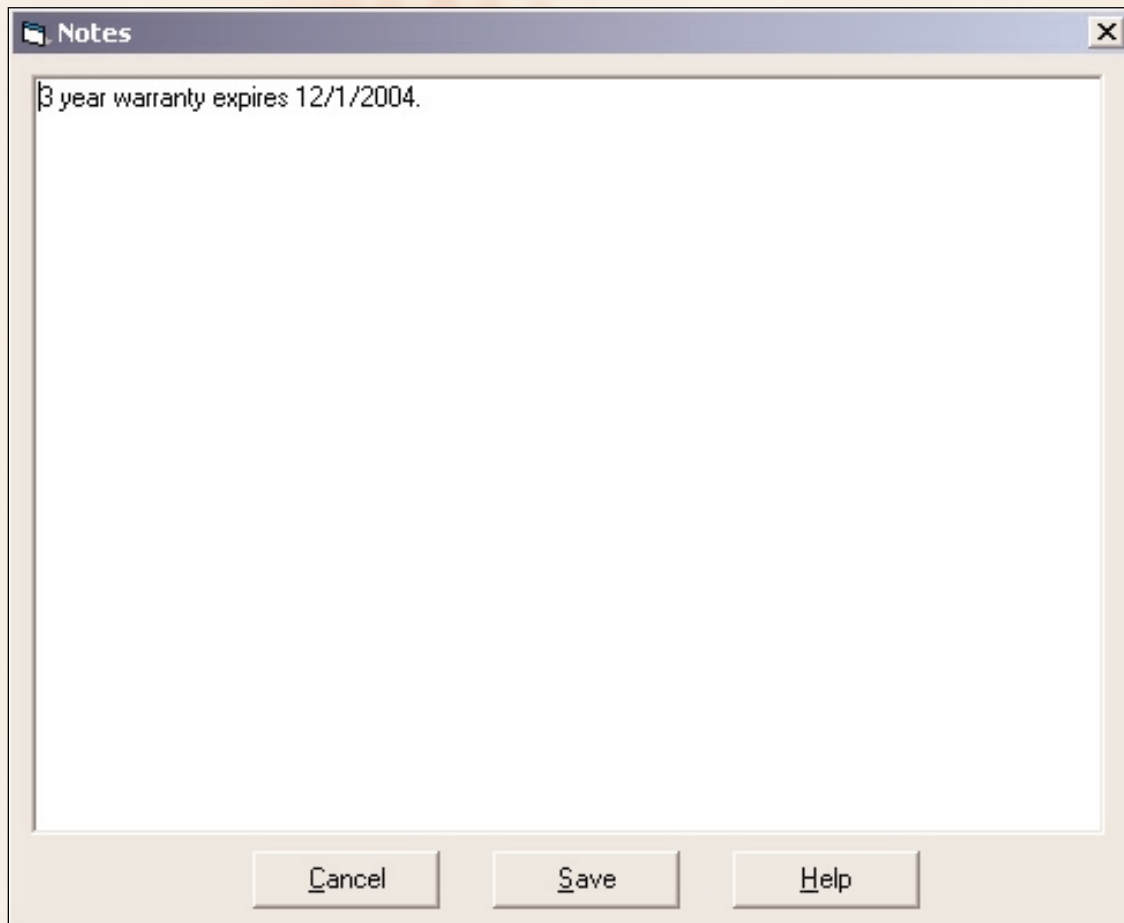
Enter free text detailing precautions for testing for the selected equipment.



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equipment notes

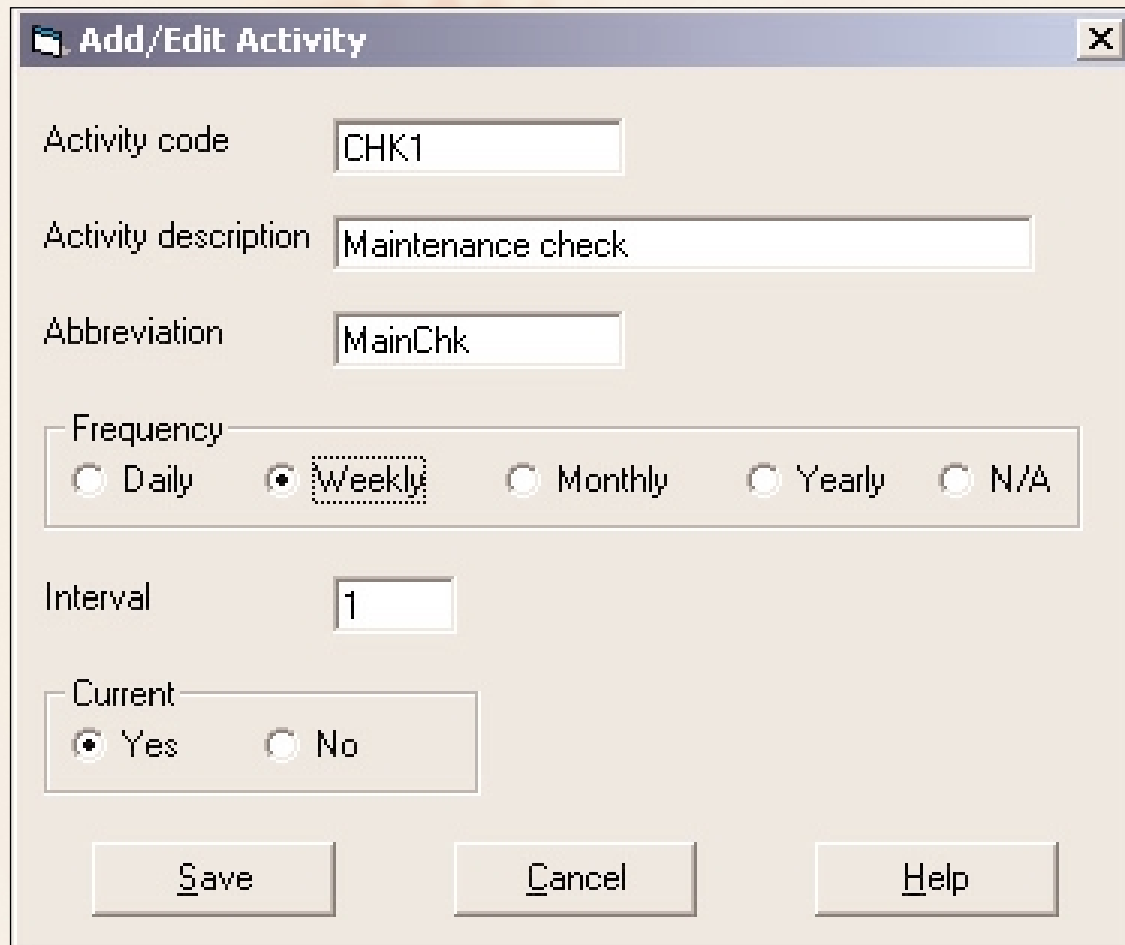


A screenshot of a 'Notes' dialog box. The title bar says 'Notes' with a close button. The main area is a large text field containing the text '3 year warranty expires 12/1/2004.' At the bottom, there are three buttons: 'Cancel', 'Save', and 'Help'.

Enter free text detailing any additional notes not yet recorded for the selected equipment.



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Add/Edit Activity

Activity code:

Activity description:

Abbreviation:

Frequency:

☐ Daily ☒ Weekly ☐ Monthly ☐ Yearly ☐ N/A

Interval:

Current:

☒ Yes ☐ No

Enter details of standard activities undertaken when carrying out maintenance on equipment or property.



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activity parts

Equipment Parts list for Maintenance check

Activity: Maintenance check

Equipment Parts for Activity		
Equipment Part Code	Equipment Part Description	Quantity Used
2 In Oil	2 litres of Oil	1
Eng Coolant	1 Litre of Engine Coolant	1
T1	Tyre	1

Unused Equipment Parts	
Equipment Part Code	Equipment Part Description
Fan Belt	Fan Belt
NONE	Not specified

Sequence
☐ Code
☒ Description

Associate a list of parts with an activity.



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activity tasks

Tasks list for Maintenance check

Activity:

Tasks for Activity		
Task Code	Task Description	Priority
7	Defects/Worn Check	1
1	Carry out repair/renewal of components	2
5	Replace/refill lubricants	3

Unused Tasks	
Task Code	Task Description
2	Carry out service
3	Inspect for performance deviation
4	Measure/recalibrate control settings
6	Preventive Maintenance

Sequence
☐ Code
☒ Description

Associate a list of tasks with an activity.



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permitted activities

Associate each employee with a list of permitted activities.

Employee	Surname	ForeName
01	Burns	T
02	Wills	S
03	Combs	P
04	Bond	M
05	Williams	D
06	Nickolas	D
1	Nicklin	K
NONE	NONE	

Permitted Activities

- Maintenance check

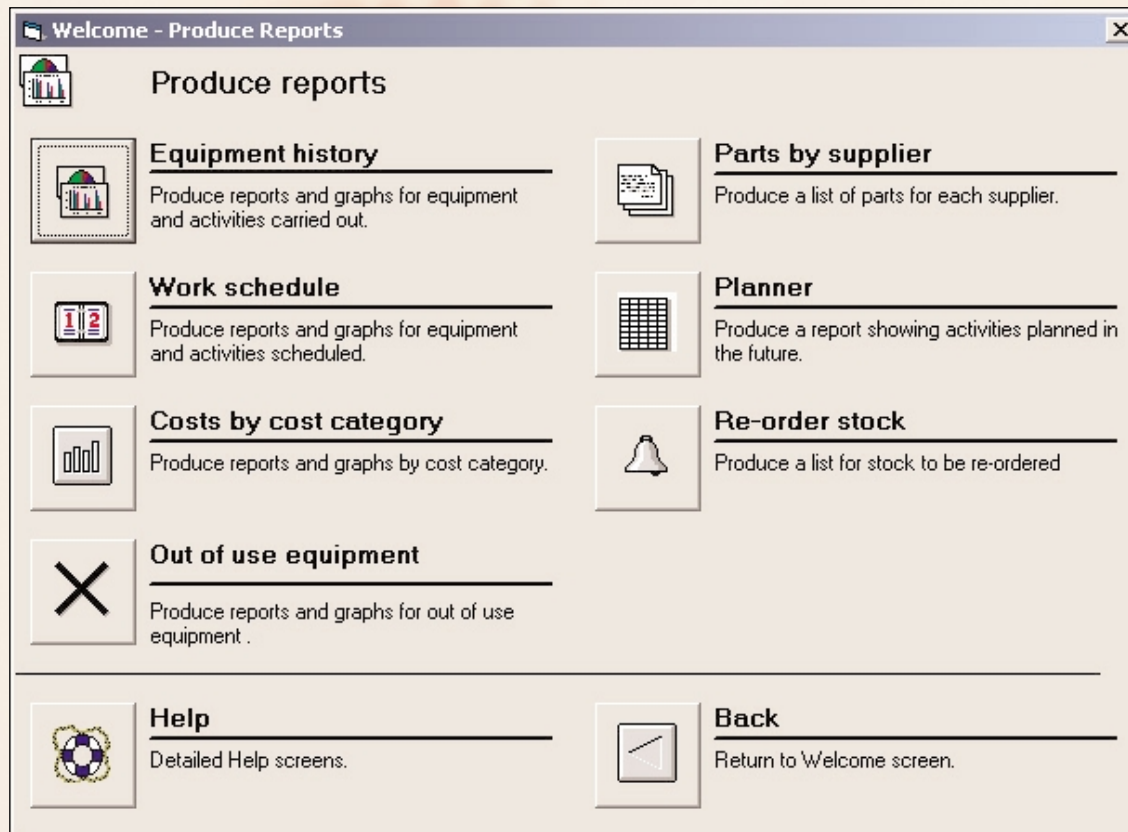
Buttons: Add, Delete

Display Sequence: ☒ Code ☐ Surname



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data analysis/reporting



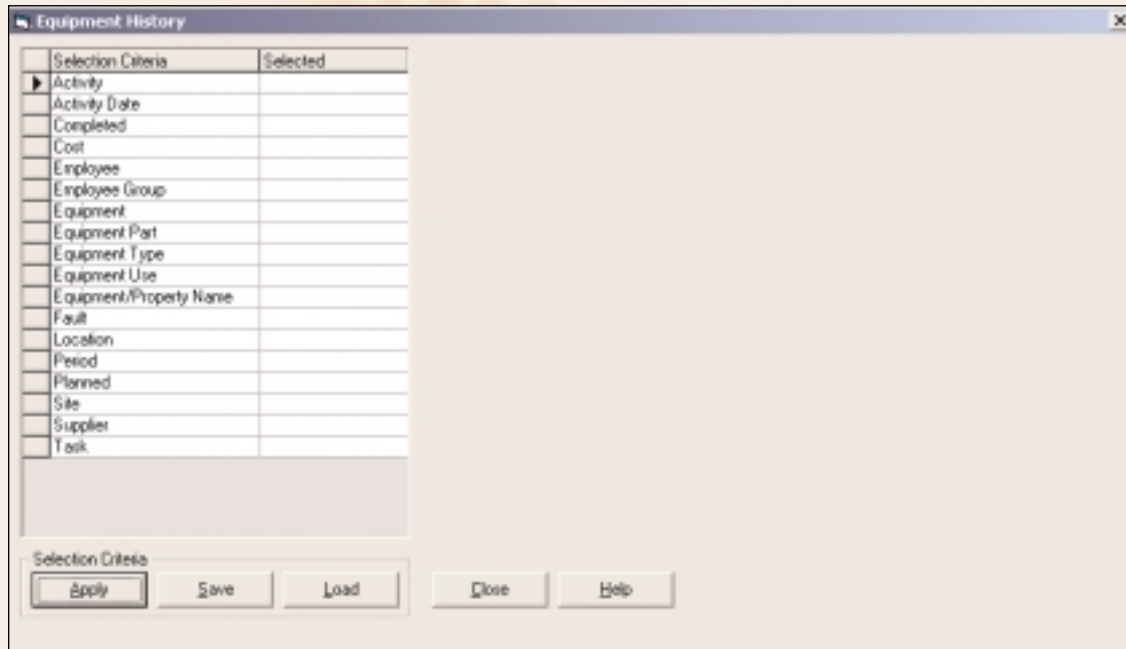
From this screen you can select information and prepare reports on equipment, costs, parts and stock.

- [Equipment History](#)
- [Equipment History Print](#)
- [Graphic Reporting](#)
- [Work Schedule](#)
- [Costs by Cost Category](#)
- [Out of Use Equipment](#)
- [Equipment Parts by Supplier](#)
- [Planner](#)
- [Re-order Stock](#)



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equipment history



The image shows a software dialog box titled "Equipment History". It features a table with two columns: "Selection Criteria" and "Selected". The "Selection Criteria" column lists various attributes: Activity, Activity Date, Completed, Cost, Employee, Employee Group, Equipment, Equipment Part, Equipment Type, Equipment Use, Equipment/Property Name, Fault, Location, Period, Planned, Site, Supplier, and Task. The "Selected" column is currently empty. Below the table, there are four buttons: "Apply", "Save", "Load", and "Close". A "Help" button is also present at the bottom right of the dialog box.

Selection Criteria	Selected
▶ Activity	
Activity Date	
Completed	
Cost	
Employee	
Employee Group	
Equipment	
Equipment Part	
Equipment Type	
Equipment Use	
Equipment/Property Name	
Fault	
Location	
Period	
Planned	
Site	
Supplier	
Task	

Selection Criteria

Apply Save Load Close Help

Select all or a sub set of equipment/property to view, print or analyse graphically.



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equipment history print

Reports can be produced with details of equipment together with their maintenance history and scheduled activities.

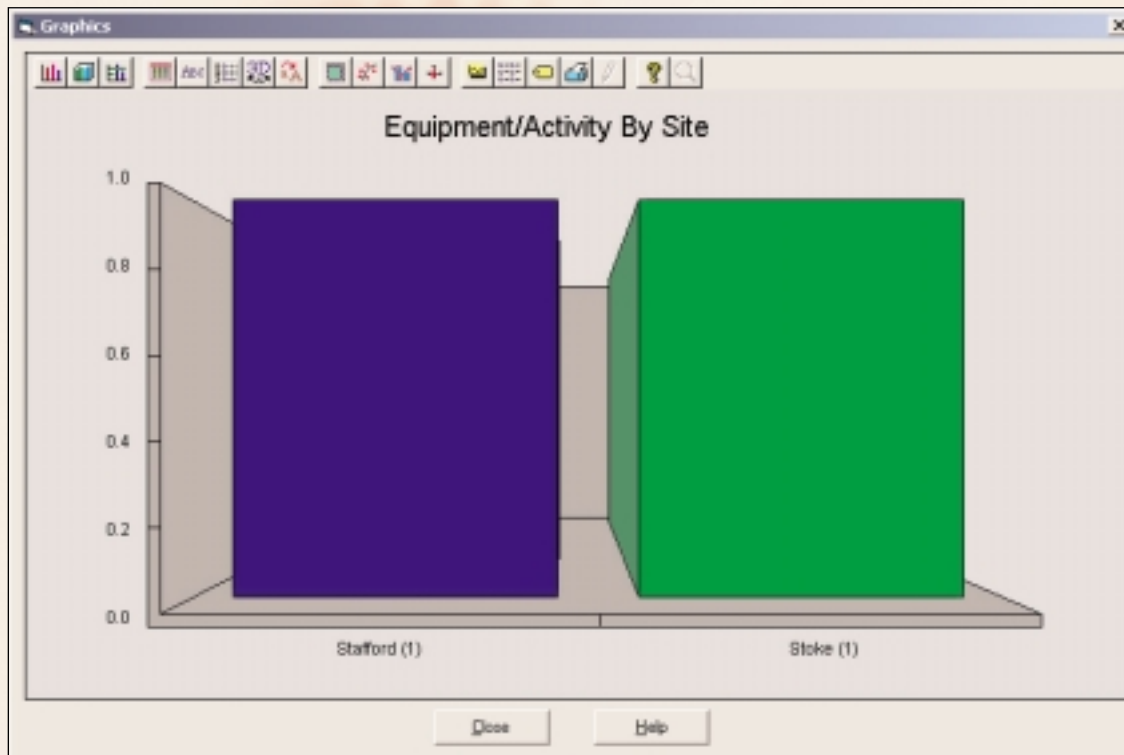
Equipment History					
Printed On 06/08/2003			Page 1 of 2		
Selection Criteria					
Equipment code	Make	Model	Equipment/Property Name		
MICRW	MICHELLIN	WESTERN	Commercial vehicle		
Serial No.	001	Hire No.	Date Hired 12-Jan-2001		
In Use	Yes	Rate Per Hour £	15.00	Supplier	B & Q
Site	All Sites				
Location	Garage				
Equipment Type	Mechanical	Equipment Use	Transportation		
Notes					
3 year warranty expires 12/1/2004.					
Precautions for Use					
Ensure all tyres are roadworthy. Check Oil and water levels.					
Precautions for Testing					
Ensure engine is turned off.					
Activity - History					
Activity	Maintenance check	Activity Date	30-Jul-2003		
Site	All Sites	Completed	Yes		
Location	Garage	Down Time (Hour)	1		
Employee	K Nicklin	Planned	Yes		
Fault	Visual check				



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graphic reporting



Display enquiry results in a graphical format. Analyse by equipment, site, location, employee, planned/unplanned, supplier, activity, equipment type and equipment use.



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work schedule

Reports can be produced with details of scheduled activities together with their associated tasks and parts.

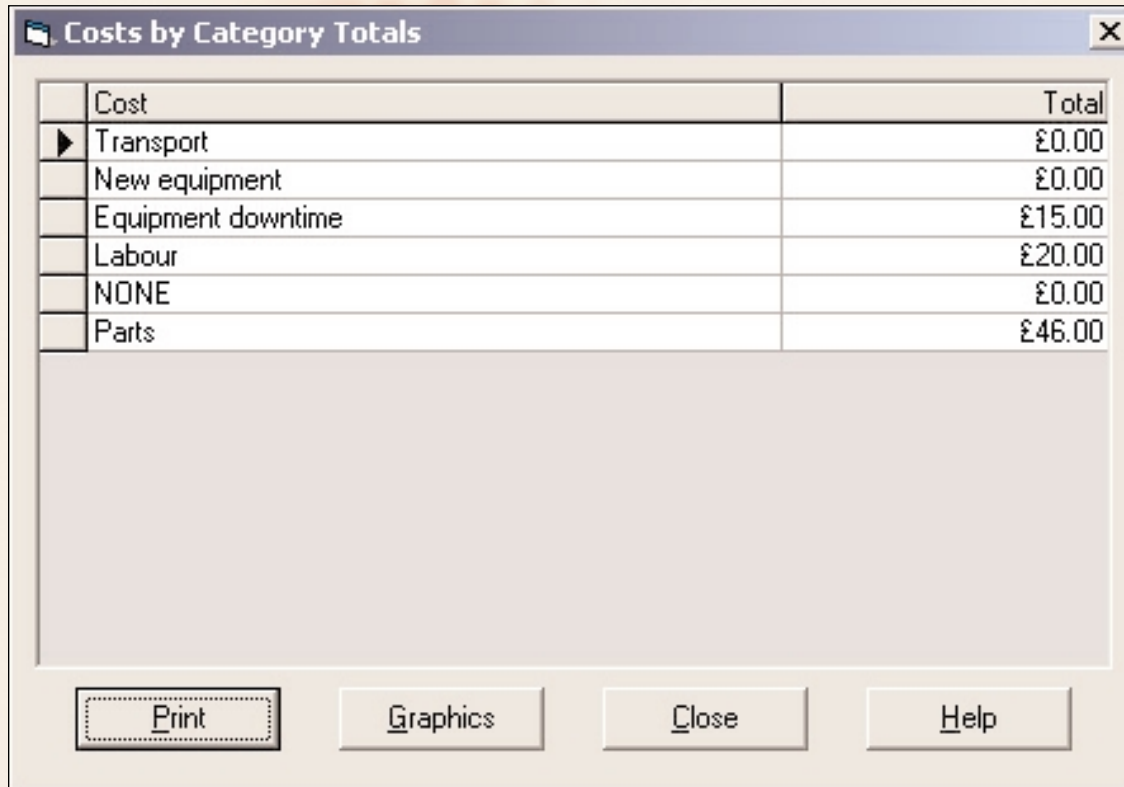
Work Schedule															
Printed On 06/08/2003		Page 1 of 1													
Equipment code	Make	Model	Equipment/PropertyName												
MICHV	MICHELLIN	WESTERN	Commercial vehicle												
Serial No.	001	Hire No.	Date Now 12-Jan-2001												
In Use	Yes	Rate Per Hour £ 15.00	Supplier B & Q												
Site	All Sites														
Location	Garage														
Equipment Type	Mechanical	Equipment Use	Transportation												
Notes															
3 year warranty expires 12/1/2004.															
Precautions for Use															
Ensure all tyres are roadworthy. Check															
Precautions for Testing															
Ensure engine is turned off.															
Activity - Scheduled															
Activity	Maintenance														
Site	Stafford														
Location	Garage														
Employee	D Williams														
Fault	Visual check														
<table border="1"><thead><tr><th>Task</th><th>Response</th></tr></thead><tbody><tr><td>Defects/Worn Check</td><td>Text</td></tr><tr><td>Carry out repair/renewal of components</td><td>Text</td></tr><tr><td>Replace/refill lubricants</td><td>Text</td></tr></tbody></table>				Task	Response	Defects/Worn Check	Text	Carry out repair/renewal of components	Text	Replace/refill lubricants	Text				
Task	Response														
Defects/Worn Check	Text														
Carry out repair/renewal of components	Text														
Replace/refill lubricants	Text														
<table border="1"><thead><tr><th>Equipment Part</th><th>Standard Qty Used</th><th>Qty Used</th></tr></thead><tbody><tr><td>Eng Coolant</td><td>1 Litre of Engine Coolant</td><td>1</td></tr><tr><td>2ltr Oil</td><td>2 litres of Oil</td><td>1</td></tr><tr><td>T1</td><td>Tyre</td><td>1</td></tr></tbody></table>				Equipment Part	Standard Qty Used	Qty Used	Eng Coolant	1 Litre of Engine Coolant	1	2ltr Oil	2 litres of Oil	1	T1	Tyre	1
Equipment Part	Standard Qty Used	Qty Used													
Eng Coolant	1 Litre of Engine Coolant	1													
2ltr Oil	2 litres of Oil	1													
T1	Tyre	1													
***** End of Report *****															



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costs by cost category



The screenshot shows a software window titled "Costs by Category Totals". It contains a table with two columns: "Cost" and "Total". The table lists several cost categories with their corresponding totals in pounds. Below the table, there are four buttons: "Print", "Graphics", "Close", and "Help".

Cost	Total
Transport	£0.00
New equipment	£0.00
Equipment downtime	£15.00
Labour	£20.00
NONE	£0.00
Parts	£46.00

Reports can be produced with details of equipment/property costs incurred during maintenance.



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out of use equipment

This report details any equipment that is no longer used.

Out Of Use Equipment					
Printed On 06/08/2003			Page 1 of 1		
Equipment code		Make	Model		Equipment/Property Name
PC		SINCLAIR	ZX81		Computer
Serial No.		D1202	Hire No.		Date New
In Use	No	Rate Per Hour £	1.00	Supplier	XYZ suppliers
Site		Burton			
Location		Offices			
Equipment Type		Electrical	Equipment Use		Offices
*** End of Report ***					



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equipment parts by supplier

This report details the list of parts for each supplier.

Equipment Parts By Supplier				
Printed On 06/08/2003		Page 1 of 1		
Supplier	0097	Telephone	01321 349042	
	PETERSCO	Fax No.	01321 349043	
	The Bridges	Emergency No.	01321 349044	
Equipment Part	Equipment Part Description	Re-order Level	Current Stock Level	Unit Price
2ltr Oil	2litres of Oil	5	1	8
T1	Tyre	2	9	35
** End of Report **				



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planner

Printed On: 06/09/2003		Planner by Month (Detailed)							Page
Equipment	Make/Model	Jan-2002	Feb-2002	Mar-2002	Apr-2002	May-2002	Jun-2002	Jul-2002	
MICROV	MICHELIN WESTERN	01/01/2002 Maintenance Michlin K HORN Stoke Gange							
Total	-	1	0	0	0	0	0	0	

This report produces a planner by day, week or month for scheduled activities.

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re-order stock

Re-Order Stock						
Printed On: 06/08/2003						Page 1 of 1
Equipment Part	Equipment Part Description	Unit Price	Current Stock Level	Re-order Level	Equipment Part	Supplier
2ltr Oil	2litres of Oil	5	1	5	Vehicle Parts	PETERSCO
Eng. Coolant	1 Litre of Engine Coolant	3	0	5	Vehicle Parts	ABC suppliers
Fan Belt	Fan Belt	20	1	5	Vehicle Parts	ABC suppliers
== End of Report ==						

This report produces a list of parts that need to be reordered.



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order form

Step One - Your details

Dr/Mr/Mrs/Miss/Ms _____ Initials _____ Surname _____ Position _____ Department _____

Company _____ Address _____ Town _____ Postcode _____

Telephone _____ Fax _____ Number of employees _____ E-Mail _____ Nature of business _____

Do you already subscribe to any other Croner.CCH products? Yes ☐ No ☐

Step Two - Your details

	Bronze £119.26 (inc £17.76 VAT and £2.50 ppa) Tick box(es) to receive the basic package.	Silver £498.20 (inc £74.20 VAT and £9.95 ppa) Tick box(es) to subscribe to the full single user package including product upgrades, monthly health and safety newsletter, access to Technical Support and Health and Safety Helplines.	*Gold Tick appropriate box(es) for the multi-user option. We will contact you to discuss your specific needs.	*Training Tick appropriate box(es) and we will call you to discuss your training requirements:
Norton Waugh Planned Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Norton Waugh Health and Safety Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Norton Waugh Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Norton Waugh Accident Recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Totals				

☐ I am interested in the internet version (Platinum) of Norton Waugh Accident Recording - please contact me.

Step Three - Payment options

☐ I enclose a cheque for £ _____ made payable to Croner.CCH Group Ltd.

☐ I enclose my official order.

☐ Please invoice me/my company.*


☐ Please debit my MASTERCARD/VISA/DINERS CLUB/AMERICAN EXPRESS/SWITCH/DELTA*

A/C or Card No

Expiry date ____ / ____ Issue No. (SWITCH) _____

If your card billing address is different from the one given please send it on a separate sheet. *Delete as necessary.

Step Four - Your signature and posting

Signature  _____ Date ____ / ____ / ____

This document is not valid unless signed.

Please send this order form to our FREEPOST address:

Croner, FREEPOST KT1332, 145 London Road, Kingston upon Thames, Surrey KT2 6BR.

***Please ensure you provide a telephone contact number in Step One.**

Data Protection Act 1998

By returning this form you agree to Croner.CCH Group Ltd processing and storing your data for the provision of products and services, analysis and administration purposes. This information may be shared with other companies in the Wolters Kluwer (UK) plc group or provided to carefully selected companies for marketing purposes who may be outside of the European Economic Area. In the future we may contact you by mail, telephone, email, fax or other means for marketing purposes. If you do not wish to receive further marketing communications, please contact us at: Data Administration, Croner.CCH Group Ltd, 145 London Road, Kingston upon Thames, Surrey KT2 6SR.

Goods will be despatched within 28 days of receipt of order. Croner.CCH Group Ltd reserves the right to change the contents and/or price of any product or service at any time, without prior notification. Price and trial offer apply to the UK only and are valid until 31st December 2003. Outside the UK please write or fax for a price quotation. As part of our commitment to quality customer service, telephone calls may be monitored. Registered in England No. 450650. Croner.CCH Group Ltd is a member of Wolters Kluwer.



Phone

You can order through us on **020 8247 1695**.



Fax

You can fax us your order form on **020 8547 2638**.



E-mail

software@croner.co.uk to place your order.

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